

Points to consider prior to notification of the date of the defence of a doctoral thesis and the public defence

When	What
<p>6 months before the public defence</p>	<ul style="list-style-type: none"> • The doctoral student contacts an editor/proofreader, if necessary, in readiness for the printing of the thesis. The cost of the proofreading is to be financed via the doctoral student's "funding backpack". • If the doctoral student is writing a compilation thesis, the doctoral student contacts the journals where articles have been published to ask for permission to print them. • The doctoral student contacts the research coordinator to check details about the printing of the thesis and to request the following: <ol style="list-style-type: none"> 1. template + instructions for the summarising chapter 2. notification of submission of a doctoral thesis 3. contact details of the printing house and the order form 4. number in HLK's thesis series + list of previous theses 5. ISBN number (one for the printed version and one for the digital version). • The doctoral student contacts the printing house: Sets up a timetable with the printing house so <u>the thesis will be printed and received by the research coordinator no later than four weeks before the public defence.</u>

Points to consider before notification of public defence of a doctoral thesis and the public defence (continued)

When	What
<p>Latest 4 months before the public defence</p>	<ul style="list-style-type: none"> • The main supervisor contacts the research coordinator to check the date and time of the public defence. The time should preferably be at 13.00 on a Friday. • The research coordinator books a hall for the public defence. • The main supervisor sends a request to the intended grading committee, chair and faculty examiner.
<p>Latest 3 months before the public defence</p>	<ul style="list-style-type: none"> • The main supervisor completes the form "Request for public defence" (See detailed information in the study manual under "10.1 Request for public defence"). • The main supervisor (following a decision by NUF) contacts the faculty examiner, examiner and chair and sends a formal invitation to the public defence including the preceding lunch. The research coordinator has a standard form for the invitation. Together with the invitation, the main supervisor also appends instructions to the faculty examiner at the public defence.
<p>Latest 2 months before the public defence</p>	<ul style="list-style-type: none"> • The doctoral student notifies the director of research, director of third-cycle education and research coordinator of the date and time of the notification of public defence, after consultation with the supervisor(s). • The research coordinator enters the public defence in the calendar and on the third-cycle education external website. In conjunction with this, the research coordinator notifies the MD secretary that the public defence is to be advertised on Playlpp.

Points to consider before notification of public defence of a doctoral thesis and the public defence (continued)

When	What
<p>Approximately 7 weeks before the public defence</p>	<ul style="list-style-type: none"> • The doctoral student sends the thesis to the printing house. • The doctoral student sends the front and back covers of the thesis and the abstract to the main supervisor, director of third-cycle education and research coordinator for proofreading. The doctoral student is responsible for ensuring that everything is correct according to the applicable guidelines and instructions.
<p>Latest 5 weeks before the public defence</p>	<ul style="list-style-type: none"> • The research coordinator places a request with the communications department to photograph the public defence and write a press release about the thesis.
<p>Latest 4 weeks before the public defence</p>	<ul style="list-style-type: none"> • The doctoral student sends the thesis to the chair, faculty examiner and grading committee, including deputies. • The research coordinator is responsible for the distribution of other mandatory copies as stipulated in the study manual. • The research coordinator ensures that the director of research signs a copy for the notification ceremony and an archive copy.

Points to consider before notification of public defence of a doctoral thesis and the public defence (continued)

When	What
<p>Latest 3 weeks before the public defence</p>	<ul style="list-style-type: none"> • The research coordinator books travel and accommodation for those who require it. • The doctoral student sends the digital version of the thesis to the library so digital notification of the public defence is given and registered in DiVA. • The notification ceremony takes place. It is led by the main supervisor. The research coordinator is responsible for practical matters.
<p>Latest 2 weeks before the public defence</p>	<ul style="list-style-type: none"> • The research coordinator sends a prepared remuneration invoice to the faculty examiner. If the faculty examiner lives abroad, a special form is sent and a copy of his/her passport is requested. • The research coordinator prepares the invoice documentation for the lunch and sends it to the main supervisor. • The research coordinator prepares the report and goes through it with the main supervisor. • The research coordinator orders refreshments for the chair, faculty examiner, grading committee and supervisor(s). • The research coordinator consults with the doctoral student about the number of people and orders refreshments for the social gathering after the public defence.
<p>In conjunction with the public defence</p>	<ul style="list-style-type: none"> • The report is completed and signed by the grading committee members. The main supervisor is responsible for submitting the report to the research coordinator.

Points to consider before notification of public defence of a doctoral thesis and the public defence (continued)

When	What
After the public defence	<ul style="list-style-type: none"><li data-bbox="705 427 1444 459">• The research coordinator sends the report to the registrar.<li data-bbox="705 496 1995 560">• The doctoral student applies for a degree certificate. The research coordinator has information about this procedure.